



Request for Proposal

For Requirement of providing housekeeping Services

Sr. no.	Project Name	Details
1	Document Reference Number	NIXI/002/MGMT/001/2021
2	The date for the Issue of the RFP	08.06.2021
3	Last Date & Time for Submission of Proposals	16.06.2021 by 4:00 PM
5	Date & Time for opening of Proposals	16.06.2021 by 5:00 PM
6	Date & Time for Presentation by selected bidders	17.06.2021 TBD
8	Release of Purchase Order	23.06.2021
9	Address for Bid Submission	NIXI (National Internet Exchange of India) Regd. Off.: 9 th Floor, B- Wing, Statesman House, 148, Barakhamba Road, New Delhi- 110001 Tel.: +91- 11-48202000 Fax: +91-11-48202023
10	Website	www.nixi.in

Sr. No	Location	Total area
1.	9 th Floor, b-wing Statesman House, Barakhambha Road New Delhi	5840 sq. ft.
Total area		5840 SQ FT

Scope & Specification of the Work: - Housekeeping services

The House keeping services cover the entire cleaning and upkeep of office premises. The scope of work in detail includes: -

- Sweeping, cleaning and mopping of covered and uncovered area under control of National internet Exchange of India at New Delhi.
- Cleaning, sweeping & mopping of floors of all office conference room /equipment room/Kitchen /lobby /corridors/toilets/bathrooms /wash basin etc to be done daily and should be cleaned by 08:30 A.M and as & when required upto 19:00 hrs.
- Kitchen/corridors / lobby / toilets / bathrooms /washbasin etc. are to be cleaned in duration two hours with phenyl & detergent etc.
- Daily removing of wastage/garbage etc. and dumping it at the place earmarked by the local body for the purpose from all the rooms/halls/kitchen/ staircases /store/ roof/ Corridors/ Lobby/toilets etc.
- Daily cleaning of chairs/tables/almirahs/computers/printers/fax machines/telephones etc available on each seat.
- Cleaning and warding of kitchen /toilets / urinals / shaft and taking proper care to avoid blocking of sewer system upto the delivery point to the public system.
- Cleaning/dusting of windows, Glass Doors and Glass partitions , ventilators, doors, partitions, walls, attachment & fixtures like fans, tubes, fire extinguishers, wall clock etc. of all the offices/store room/equipment room/conference room/kitchen/ lobby /corridors/ bathrooms /stair case etc

Other conditions

The contractor shall employ worker after police verification. The contractor shall employ worker of decent character, sound health and general abilities to carry out such work.

- The worker employed shall wear/keep identity card provided by the contractor. The worker employed should be able to read instructions written in Hindi/English.
- NIXI reserves the right to bar worker, employed by the contractor from carryout the works, if there is doubt about his/her integrity, conduct and character, the decision of the NIXI in this regard shall be final.
- The workers for this work will not be working in the payrolls of NIXI , and NIXI will not be responsible for their monthly payment or other benefits.
- All statutory compliances like PF /Gratuity has to be taken care by the contractor itself and not by NIXI.Receipts of PF challans should be submitted along with Bills.
- Health & Accidental insurance for the workers may be provided by the contractors.

Note :

(i) Good quality of cleaning materials which is mentioned below i.e detergent, surf, harpic, phenyl/ phenyl balls/Air freshener /acids/ dusters / pocha/brooms/brush/polish, etc. shall be provided by the contractor himself in sufficient quantity in the 1st week of the month positively to ensure proper cleanliness in the offices.

(ii) The services of housekeeping should be continuously available as and when required from 8.00 Hrs to 19:00 Hrs barring lunch break.

S.NO	ITEMS - required in NIXI	QNTY
1	GARBAGE BAG -Small	5 kgs
2	GARBAGE BAG Big	5 kgs
3	COLIN (500 lit)	05 packets
4	HARPIC (1 lit)	8 PCs
5	LYZOL (2L)	03 BOTTLEs
6	DETTOL HAND WASH 1 litre	04 packets
7	ODONIL	16 PCs
8	CUBES (URINAL & SANITARY)	4 PACKETs
9	ROOM FRESHNER (750ltr.)	6 PCs
10	YELLOW DUSTER (best quality)	6 PC
11	WHITE DUSTER (Best Quality)	6 PC
12	FLOOR CLEANING CLOTH (big size best quality)	4 PC
13	Wiper (Big size)	1
14	Dust remover-wiper	1

SPECIAL CONDITIONS OF CONTRACT

1. The contractor shall assign the job of providing housekeeping service only to qualified experienced licensed workers and also assume full responsibility for the safety and security of the officers/officials as well as essential store items while performing duties.
2. The contractor shall also ensure effective supervision of the House keeping services for efficient services in all the locations.
3. The contractor would ensure healthy industrial relations with his staff and settle workers grievances without disruption of the House keeping services.
4. The contractor shall be responsible for compliance of all the laws rules/regulations and Govt. instructions that are/will be applicable to and aimed to protect the interest of the employees/worker engaged by it and shall ensure payment of all the statutory dues/liabilities as may have arisen during the past 'or' may arise during the course of performance of contract.
5. The contractor shall issue dress code all its representatives and ensure that they wear them while on duty. Contractor shall issue to all its workers, Identity cards bearing their photographs. This shall be ensured by the contractor, without any extra cost to NIXI.

Penalty

- Absence of partial or full work on per day basis will attract a penalty of 5% of the monthly charges per day.
- If the work is not carried out for 5 working days continuously NIXI may replace the contract at the cost of existing contractor.
- During the days of non working NIXI will be at liberty of getting the work from an external agency (other than the present contractor).
- The contractor will deposit a bank guarantee of 50,000 . It would be released post contract completion. Validity of PBG will be 15 months.

General Conditions

- a) Bids should be in sealed conditions
- b) NIXI can reject any bid any time without giving any reasons
- d) Any Political/bureaucratic/commercial pressure (directly/indirectly) will amount to disqualification bid.

Rights

NIXI will be sole owner of data/analysis/inferences/report as outcome of the research. Agency can use either part/full content of the report only after taking due approval from NIXI.(Authorised person)